

**No. D 29012/010/2009 (Ptg.) RG**  
**Government of India**  
**Ministry of Home Affairs**  
**Office of the Registrar General, India**  
**2/A Man Singh Road, New Delhi-110011**

**Tender Notice for Printing & Packing of Intelligent Character Recognition (ICR) Scannable Schedules with Variable & Barcode Printing**

<b>1</b>	<b>Tender inviting authority Designation / Address</b>	<b>Office of the Registrar General, India &amp; Census Commissioner, 2/A, Man Singh Road, New Delhi – 110 011.</b>
<b>2</b>	<b>Job requirement</b>	<b>Printing in two colour, A3 size (42 cms x 29.7 cms) ICR Scannable ‘Houselist and Housing Census Schedules’ &amp; ‘NPR Schedules’ with variable printing and packing of the printed schedules.</b>
<b>3</b>	<b>Total volume of printing of the two types of schedules</b>  i) Houselist and Housing Census Schedules ii) NPR Schedules	<b>About 34 Crores Schedules</b>  i) About 4 Crores Schedules  ii) About 30 Crores Schedules  <b>Note: 1. Minimum bid has to be for a unit of 4 Crores schedules – ORGI will allocate the type of schedules to be printed. 2. Bidders can also bid for multiple units of 4 Crores schedules subject to a maximum of 12 Crores schedules.</b>
<b>4</b>	<b>Language(s) in which schedules to be printed</b>	<b>Hindi, English, Bengali, Telugu, Marathi, Tamil, Urdu, Gujarati, Kannada, Malayalam, Oriya, Punjabi, Assamese, Konkani, Nepali, and Manipuri</b>
<b>5</b>	<b>Period during which printing and packaging of schedules is to be completed</b>	<b>Printing &amp; packaging to commence within 15 days of placement of order and completed within 3 months</b>
<b>6</b>	<b>Place where the printed schedules are to be kept ready for dispatch</b>	<b>Printed schedules are to be made into pre-counted lots of 1,000 each and packed in separate corrugated boxes of given specifications and size. Packed boxes will be kept ready in the Bidder premises for dispatch. Dispatch will be handled by the Department of Posts.</b>
<b>7</b>	<b>Purchase of tender form</b>	<b>Tender forms are available for sale at the ‘Sale Counter’ of the Tender inviting Authority at 2A, Mansingh Road, New Delhi at a cost of Rs. 500/- per form. Tender forms can also be downloaded from the website <a href="http://www.censusindia.gov.in">http://www.censusindia.gov.in</a></b>
<b>8</b>	<b>Bank Guarantee / Earnest Money Deposit amount payable</b>	<b>Bank Guarantee or DD/Bankers Cheque drawn on any Nationalized Bank /Scheduled Bank for Rs. 4,00,000/- (Rs. Four lakhs) for one unit of 4 Crore schedules. For the quantity quoted above the said limit (4 Crore schedules), a proportionate amount of EMD to be deposited.</b>

Signature of the tenderer with seal of the firm/ company  
Name & designation of the authorised person

9	Due date for submission of filled-in tender document	13-00 hrs on 04-11-2009	
10	Date and time of opening of tender	Date	Opening Time
11		04.11.2009	15-00 hours
	Clarifications and Queries	Assistant Registrar General (Demography) Ph. No.:011-2338 2358; <a href="mailto:aksarv.rgi@nic.in">aksarv.rgi@nic.in</a>	
12	Tender inviting Authority	Joint Director (Hqrs.), Office of RGI, New Delhi Ph. No.: 011-2307 3266(O)	
13	Tolerance Clause	Purchaser reserves the right to place extra order on the successful bidders up to 25% of the quantity offered at the rate originally accepted. Bidders are bound to accept the order for additional quantity at the time of placement of contract or during the currency of the contract.	
14	Performance bank guarantee	The successful bidders will have to submit 10% of the total value of the order as performance bank guarantee within 7 days from the date of receipt of the communication from ORGI of acceptance of the tender.	
15	Pre-bid conference	A pre-bid conference will be held on 26.10.2009 at 11.00 a.m. at the Conference Hall, 2A, Mansingh Road, New Delhi-110011 to sort out clarifications/doubts, if any, before submission of the tender.	

Signature of the tenderer with seal of the firm/ company  
Name & designation of the authorised person

**Pre-qualification conditions:**

1. **State-of-Art** Printing Presses, registered in India, involved in large scale multicolor & multilingual in-house printing; drop-out colour printing; variable / barcode printing, for the last 3 years.
2. The Tenderer should have the following infrastructure for Printing:

<b>Item</b>	<b>Description</b>	<b>Requirement</b>
<b>Single pass process:</b> Web offset printing machines with digital printers installed on the press	To print the static form, variable printing, barcode & alphanumeric numbering	In-house, Owned by the bidder
Power Backup	Availability of Generator backup for uninterrupted power supply	In-house, Owned by the bidder
IT equipment	For production, controlling and monitoring	In-house, Owned by the bidder
Inventory Management	Sufficient and secured storage for bulk supply	In-house

3. Having daily capacity to print a minimum of 20 lakhs A3 size (42 cms x 29.7 cms) multicolor & multilingual in-house printing; drop-out colour printing; with variable/barcode printing.
4. Printing of schedules is to be ensured through a 'Single Pass Operation'.
5. The bidder facility should be certified by Indian Bankers Association (IBA) as secured facility or certified for IS 27001 compliance.
6. The bidder must have an annual turnover of minimum INR 50 Crores per year for last three years (i.e. 2006-07, 2007-08, 2008-09).
7. The company should be ISO 9001 certified.

Joint Director (Hqrs)  
Office of the Registrar General, India,  
Ministry of Home Affairs,  
2/A Man Singh Road,  
New Delhi - 110011

**No. D 29012/010/2009 (Ptg.) RG**  
**Government of India**  
**Ministry of Home Affairs**  
**Office of the Registrar General, India**  
**2/A Man Singh Road, New Delhi**

**Dated: 15<sup>th</sup> October, 2009**

**Tender Notice for Printing & Packing of Intelligent Character Recognition  
(ICR) Scannable Schedules with Variable & Barcode Printing**

*Time of receipt of filled in document: 13.00 hrs on 4.11.2009*

*Time of Opening: 15.00 hrs on 4.11.2009*

**Preamble**

Sealed tenders are invited by the Office of the Registrar General India & Census Commissioner (ORGI), 2-A, Man Singh Road, New Delhi from *State of Art* High end Printing Presses, registered in India with capacity and capability to print and pack, A3 size (42 cms x 29.7 cms) ICR Scannable Schedules with variable & barcode printing.

2. About 34 Crores schedules are to be printed – Nearly 4 Crores of ‘Houselisting & Housing Census Schedules’ & 30 Crores of ‘National Population Register (NPR) Schedules’, in 16 languages.

3. Time is the essence of this contract. **Printing and packing of the aforesaid two types of schedules has to commence within 15 days from the date of placement of the order and has to be completed within three months.**

4. Since the volume of printing is large and time available is limited, bid to print & pack a minimum of 4 Crores of schedules subject to a maximum of 12 Crores schedules would be accepted.

5. The Printed schedules will have to be made into pre-counted lots of 1,000 each and packed in corrugated boxes of given specifications & size and kept ready in the Press premises for dispatch to specified locations across the length & breadth of the country. Dispatch of the printed and packed schedules would be through the Department of Posts.

6. ORGI reserves the right to:

- Split the tender and award it to a minimum of three bidders.
- Accept or reject any or all the bids in part or in full without assigning any reasons.

Signature of the tenderer with seal of the firm/ company  
Name & designation of the authorised person

## Background

1. The Office of the Registrar General, India is responsible for the conduct of decennial Population Census in the country. The Census of India 2011 (15<sup>th</sup> in the unbroken series since 1872 and 7<sup>th</sup> after independence) will take count of all individuals as on 00.00 hrs of 1<sup>st</sup> March, 2011, cross-classified by several key demographic and socio-economic variables.
2. Census Operation in India is carried out in two phases viz. Houselisting & Housing Census (1<sup>st</sup> phase) and Population enumeration (2<sup>nd</sup> phase). Field data in the 1<sup>st</sup> phase is collected through the 'Houselist & Housing Census Schedule' and in the 2<sup>nd</sup> phase using the 'Census- Household Schedule'.
3. The Government of India has decided to dovetail preparation of National Population Register (NPR) with Census of India, 2011. Field work for the same would be undertaken along with the 'Houselisting and Housing Census' phase of the Census i.e. during April-September, 2010 using the 'NPR-Household Schedule'.
4. The present tender is for printing & packing of schedules required for the Houselisting phase of the Census and for the preparation of NPR.

## Job Requirement

About 34 Crores of schedules - 4 Crore of 'Houselisting and Housing Census Schedules' and 30 Crores of 'NPR-Household Schedules' are to be printed in A3 size (42 cms x 29.7 cms) and packed. Printing would be in two colour on both sides with variable data & barcode on the front side and in sixteen major languages viz. Hindi, English, Bengali, Telegu, Marathi, Tamil, Urdu, Gujarati, Kannada, Malayalam, Oriya, Punjabi, Assamese, Konkani, Nepali, and Manipuri. The barcode would be printed in pdf417 format and should be scannable and recognizable. A specimen of the two schedules is as per ANNEXURE-VIII.

2. The schedules are to be printed on 90 gsm paper (specification of paper at ANNEXURE-IV). Printing paper (conforming to the specifications) will have to be procured by the tendering press from the open market. The paper so procured will have to be tested for quality standards as per procedure detailed in later paragraphs, before taking up printing. Paper not conforming to the specifications will be summarily rejected.
3. Having printed the schedules, **the left hand top corner (Side A of the schedules) would have to be cut (size 1.3 cms x 1.3 cms) to enable uni-directional feeding of the schedules at the time of scanning.** The Printed schedules will be made into pre-counted lots of 1,000 schedules each and thereafter packed in corrugated boxes of given specifications & size (**boxes will**

**be provided by the Department of Posts).** The packed boxes will be kept ready for dispatch at the Press premises. Transportation of schedules to specified locations across the length & breadth of the country will be handled by the Department of Posts. The successful bidder will have to make suitable arrangements to facilitate the dispatch of packed boxes by the Department of Posts.

4. The corrugated boxes are to be made ready for dispatch, consignees address-wise. For example, if say 5,500 schedules are to be dispatched to some consignee (Charge Office), six corrugated boxes would have to be made for the purpose. Before closing a box, i) return address tag in duplicate (size: 7" x 5"; ANNEXURE – V B) and ii) a printed sheet giving box contents and instructions for packing the filled-in schedules on return from the field duly printed, would also be kept inside it. Having prepared the corrugated box in the manner described above, the box will be sealed with adhesive tape (size 1.5") and consignee's address slip (size 7" x 5"; specimen at ANNEXURE-V A) printed and pasted firmly with glue on the front side of the box. Since, the corrugated boxes are to be re-used for transporting filled-in schedules back from the Charge Office to the Data Processing Centre a slip (size 7" x 5"; specimen at ANNEXURE-VI) mentioning 'BOX TO BE RE-USED; DO NOT TEAR OPEN' will have to be printed and pasted with glue on top of the corrugated box. Thereafter, the corrugated box would be strapped cross-wise (two straps breadth wise and one strap lengthwise). The box would then be weighed and weight of each corrugated box along with the box number recorded at the appropriate space on the address slip. For example, if 3 boxes are to be sent at some specified location, the three boxes would be numbered as 1/3, 2/3 and 3/3. Finally the corrugated box would be secured by shrink wrapping. One such box when fully packed would weigh about 12 Kgs (excluding the weight of the box). In case the corrugated box is not full to its capacity, the empty space in the box would be suitably filled up with paper cuttings to avoid collapsing of the box during transportation. Corrugated boxes so made would be kept ready in the Press premises for being picked up by representatives of the Department of Posts.

5. Printing and packing of the 'Houselist and Housing Census Schedules' & the 'NPR-Household Schedules' has to be initiated and completed within 3 months of the placement of the order.

## **Design of the Schedules**

The Schedules have been designed in 'In-Design' CS-4 Version from Adobe. Soft copies of the schedules, Fonts, etc. would be provided by ORGI.

## Quality of paper used for Printing

The field data for the Census (Houselisting & Housing Census) and National Population Register (NPR) will be collected using ICR Scannable Schedules. As such, parameters viz. 'quality of paper' and 'quality of printing' per se is of prime importance for proper character recognition during scanning of schedules. Since the quality of paper used for printing has a direct bearing on the character recognition at the scanning stage, the technical specifications of paper have been standardized and are given at ANNEXURE - IV. Drawing of test samples for ascertaining the quality of paper will be through third party. The samples will have to be tested at two independent laboratories – one Government and one Private at the cost of tenderer. The exact procedure for drawing of samples, etc. would be made available to the successful tenderers at the time of placement of work order. Printing paper not meeting the specifications will be summarily rejected.

*Please note that maintaining quality of Printing Paper procured (as per specifications) by the successful bidders from open market, will be the sole responsibility of the concerned Press. The Printer(s) shall give a warranty that there will be no defects arising from printing that may affect the subsequent process of scanning.*

## Printing of Schedules

The two schedules viz. i) Houselisting & Housing Census Schedule, and ii) NPR-Household Schedule are to be printed as per specified time lines.

- The number of schedules to be printed is given at **Annexure III**.
- Printing of schedules will be ensured through 'Single Run Operation'.
- The schedules have both static and variable printing matter. The variable matter is in the area 'Location Particulars' on front side of the schedule. It includes Name and Code of i) State/UT, and ii) District. Besides, a Barcode in pdf417 format along with unique Form Number is also to be printed. **Printed barcode should be scannable and recognizable.** The database giving number of schedules to be printed – 'Charge wise', 'language wise' along with other details would be provided by ORGI.
- The schedules are to be printed:
  - ◆ on 90 gsm paper (specification of paper at ANNEXURE-IV).

- ◆ in two colour on both sides with variable printing, barcode & form number on the front side, and
  - ◆ in sixteen major Languages viz. Hindi, English, Bengali, Telugu, Marathi, Tamil, Urdu, Gujarati, Kannada, Malayalam, Oriya, Punjabi, Assamese, Konkani, Nepali, and Manipuri. Language wise printing requirement of schedules would be provided at the time of giving the ‘Work Order’.
- At each change of language, the printer shall draw 5 printed sample specimen schedules and send them for use in the Data Processing Division in ORGI.
  - The printers declared qualified for award of the contract will within 15 days time after the award of contract, print 1,000 schedules [A3 size (42 cms x 29.7 cms) ICR scannable with variable / barcode printing] of each of the two schedules and submit to ORGI, New Delhi for test scanning and approval.
  - **Online Inspection during production run:** The printer during continuous production run should pick up 1 (one) sample sheet for every 10,000 printed sheets and ensure that all printing (static, variable, barcode & colour drop out) is as per specimen / database provided by ORGI, and ensure that the schedule per se is scannable.
  - **Before the final print order the Printer shall:**
    - ◆ **certify and ensure that the static printing matter and design of the schedule conforms to the specimen, and**
    - ◆ **run the database (to be provided by ORGI) comprising of state /district and language wise number of schedules and provide 5 copies of proof prints for each variation of ‘language’ at tehsil/ town level for verification and clearance by ORGI.**

### **Matter for Static Printing**

A specimen of the schedule to be printed is given at **ANNEXURE - VIII**. The static matter would be printed in sixteen different languages.



## **Variable Printing**

The variable print matter is in the area 'Location Particulars' on front side of the schedule. It includes Name and Code of i) State/UT, and ii) District. Besides, a Barcode in pdf417 format along with unique Form Number is also to be printed. **Printed barcode should be scannable and recognizable.** The database giving number of schedules to be printed – 'Charge wise', 'language wise' along with other details would be provided by ORGI.

## **Dispatch of schedules to the consignees**

The corrugated boxes, duly packed, containing the printed schedules would be picked up from the Printing Presses by the Department of Posts for dispatch to the consignees. The Department of Posts will arrange for the Mail van up to Press gate or up to the point entry is granted by the Press. The Press would provide requisite manpower to bring the packed corrugated boxes up to the Mail Van and arrange/assist the representatives of the Department of Posts in loading the boxes in the Mail Van. Thereafter, they would obtain a signed receipt of having loaded the boxes from the representative of the Department of Posts (specimen of the Receipt at ANNEXURE VII). The Press will make all arrangements for proper addressing of the boxes as per procedure to be specified by the Department of Posts.

## **General Instructions**

The Tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender document. Failure to furnish all required information duly indexed & page numbered will be at the tenderer's risk and may result in the rejection of the tender. Each page of the tender document should be signed by the authorized signatory and seal of the firm/company affixed below it as a token of confirmation that the tender document has been read and understood. Any clarification required may be sought in writing and may be delivered in person, by e-mail or by post 48 hours prior to the due date and time of opening of the tender. The clarification given would be also put on the web.

## **Amendments to the Tender**

- i) Before the last date for the receipt of tender, ORGI may amend any of the tender conditions as may be desired or wherever ORGI feels that such an amendment is absolutely necessary.

ii) Amendment to the tender will also be given in response to clarifications sought by prospective tenderers and it will be solely at the discretion of ORGI. Any such amendments to the tender conditions will be put on the Census Website <http://www.censusindia.gov.in>.

iii) ORGI at its discretion may or may not extend the due date and time for the submission of tender documents on account of amendments.

### **Cost of tendering**

The tenderer shall bear all costs associated with the preparation and submission of tender and the ORGI will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tenders.

### **Earnest money deposit**

i) The tenderers should furnish a Bank Guarantee (BG) or a Demand Draft /Banker Cheque for Rs. 4,00,000/- (Rupees Four lakh only) **per unit of 4 Crore Schedules** as Earnest Money Deposit (EMD) drawn on any Nationalized Bank /Scheduled Bank and payable to the Pay & Accounts Officer (Census), New Delhi. Tenders received without the BG or EMD will be summarily rejected. For the quantity quoted above the said limit (4 Crore schedules), a proportionate amount of EMD shall have to be deposited. Any amount pending with ORGI will not be taken into account as EMD, even if so requested. In the case of successful tenderers, the EMD will be adjusted towards the Security Deposit to be payable on request.

ii) In the case of unsuccessful tenderers, the EMD will be refunded within 3 months.

iii) The amount of BG or amount remitted towards EMD is liable to be forfeited in case the tenderer resiles from the offer after submission of the tender or after the acceptance of the offer by ORGI or fails to sign the contract or to remit the Security Deposit.

iv) No interest shall be payable by the ORGI on the Earnest Money Deposited / remitted.

### **Submission of tender under two covers system**

i) The tender document can be purchased from the Office of Tender inviting Authority, 2A, Mansingh Raod, New Delhi-110011 by paying Rs. 500/- (Rupees Five Hundred Only) in cash. It can also be downloaded from the

Census Website <http://www.censusindia.gov.in> free of cost. The filled in document should be signed on every page by the authorized signatory with seal of the firm / company affixed below it as a token of confirmation that the tender document has been read and understood. Any corrections or overwriting should also be duly countersigned.

ii) The Tender document should be submitted under two separate covers, Part-I & Part-II. Part-1 is a Technical bid and should contain Tenderer's Appraisal, Technology Details, Cost of Form, EMD, and other details as mentioned in 'Conditions and documents to be furnished in Part-1 Cover for technical evaluation'. Part-II is the Price bid. The Part-1 and Part-II covers should be super scribed with the Tenderer's Name and Address and sealed separately. Both the sealed covers should then be kept in an outer envelop addressed to the Joint Director (Hqrs.), Office of the Registrar General, India, 2/A, Man Singh Road, New Delhi-110011 with the Name and Address of the tenderer on it and sent to the addressee so as to reach on or before the prescribed date and time. The outer envelop should be super scribed as **"Tender For Printing Of ICR Scannable Schedules With Variable Printing And Packaging"**.

### **Opening of the tender**

Sealed tenders received up to 1300 Hrs on 4.11.2009 will be taken up for opening. Tenders received after the specified date and time will not be accepted. **ORGI reserves the right to disqualify any or all of the tenderers in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof.** Technical bids (Sealed Part-1 of the tender cover) will be opened first.

Price bid (Sealed Part-II of the tender cover) will be opened only in respect of those tenderers who qualify in the Technical bid.

### **Conditions and documents to be furnished in Part-1 Cover for technical evaluation:**

1. Documentary proof that the tenderer is in the business of large scale multicolor & multilingual in-house printing; drop-out colour printing; variable / barcode printing and packaging for the last 3 years. Experience in printing ICR Scannable Forms may also be mentioned.
2. The Tenderer should submit documentary proof that they have the following infrastructure for Printing:

<b>Item</b>	<b>Description</b>	<b>Requirement</b>
<b>Single pass process:</b> Offset printing machines with digital printers installed on the press	To print the static form, variable printing, barcode & alphanumeric numbering	In-house, Owned by the bidder
		In-house, Owned by the bidder
Power Backup	Availability of Generator backup for uninterrupted power supply	In-house, Owned by the bidder
IT equipment	For production, controlling and monitoring	In-house, Owned by the bidder
Inventory Management	Sufficient and secured storage for bulk supply	In-house

**Note: i). The tenderer should submit documentary proof of invoices for purchase of all equipments mentioned in the table above.**

**ii). In case of imported equipment, custom clearance proof along with of the specified equipment should be submitted.**

**iii). The company should have the required infrastructure as indicated in the tender at the time of opening of bid. ORGI, through their representatives, may conduct a physical verification of the assets indicated before opening of the financial bid.**

3. The bidder should be a registered company and should have been in operation for a period of at least 3 years as of 31.07.2009, as evidenced by the Certificate of Incorporation issued by the Registrar of Companies (Certificate to be presented with the technical bid).
4. The company be certified by Indian Banker's Association (IBA) for printing of security documents or certified for IS 27001 compliance (Latest certificate to be presented with the technical bid). The currency of the certificate should be up to September, 2010 a minimum.
5. The bidder should have a minimum annual turnover of INR 50 Crores for each of the last three years (i.e. 2006-07, 2007-08, 2008-09) from printing of documents with static, variable and barcode printing (Audited balance sheets to be submitted).
6. The bidder should have expertise in carrying out variable data printing activities using non-impactable printers for Government or Corporate sector as evidenced from past experience. As an evidence to above, documentary proof of having undertaken and completed within a period of a month at least one contract involving printing of 50 lakh A4 pages with variable printing during the last 3 years or 25 lakh A3 size pages with variable printing during the last 3 years..

7. The tenderer should submit documentary proof that they have a daily capacity to print a minimum of 20 lakhs A3 size (42 cms x 29.7 cms) ICR Scannable Schedules with variable printing.
8. The tenderer should submit documentary proof that they are capable of printing the schedules through 'Single Pass Operation'.
9. The Tenderers should also enclose the following documents along with the Part-I tender cover:
  - i) Cash receipt from ORGI of Rs. 500/- towards cost of the Form (if the tender form has been purchased from the sale counter).
  - ii) Bank Guarantee or Earnest Money Deposit of the said amount.
  - iii) Attested copy of the Firms Registration.
  - iv) Documentary proof of being in business of large scale multicolor & multilingual in-house printing; drop-out colour printing; variable/ barcode printing and packaging and of owning the requisite infrastructure.
  - v) Documentary proof of having daily capacity to print 20 lakh A3 size ICR scannable schedules per day through single pass operation.
  - vi) Certificate from Indian Bankers Association for printing of security documents or certified for IS 27001 compliance.
  - vii) Audited balance sheets for the last three years i.e. 2006-07, 2007-08, 2008-09.
  - viii) Certified copies of orders of similar or large volume of variable printing work done during the last 3 years.
  - ix) Self Certificate duly signed by the tenderer that the tenderer is not currently been black listed either by ORGI or any other Central Government/ State Government Departments/ Public Sector Undertakings.
  - x) Documentary proof regarding ISO 9001 Certification.

Based on these conditions and documents furnished in the Technical Bid (Part I of the tender Cover), the **technical evaluation** would be done by the Committee. The Price bid ( Part II of the sealed cover) would be opened only for the tenderers who qualify in the technical evaluation.

## **Price bid evaluation of the tenders**

### **Arriving of at L1 rate:**

- One rate has to be quoted for printing of both schedules.
- The rate quoted by all eligible bidders will be ranked in ascending order.
- The lowest rate quoted will be taken as the L1 rate
- No conditional rate will be accepted.

### **In view of the National Importance of the project and large volumes of the contract, ORGI reserves the right to negotiate with the L1 bidder.**

2. The quantity of job allotted to the successful printers would be based on their print bids (number of schedules for which bid has been made) and capacity to print, as declared by the printer and verified by the ORGI. However, in view of the large volumes of the contract and strict timelines for completion, the ORGI reserves the right to split the tender amongst a minimum of 3 bidders.

### **Award of work**

The L1 bidder will be awarded the full quantity for which he has bid at the negotiated rate. The L2 bidder would then be asked to match the negotiated L1 rate. In case L2 matches the negotiated rate quoted by L1 he would be awarded the full quantity he has bid for subject to his capacity. If L2 does not match the L1 negotiated rate, the L3 bidder would be asked to match the L1 negotiated rate. In case L3 bidder matches the negotiated L1 rate, he would be awarded the full quantity for which he made the print bid or equal to the balance of the volume of work left (if balance of work left is less than the quoted print quantity) subject to his capacity to print. The process of awarding of work will continue in this manner and will be concluded if a minimum of three printers are covered and the entire volume of work is exhausted.

### **Other conditions**

i) The tenderer should submit the tender only in the Tender Form issued by the Office of the Registrar General, India (ORGI) or that downloaded from the website <http://www.censusindia.gov.in> duly signed with seal on all the pages as a token of acceptance of the tender conditions. Any conditions put forth by the bidder other than the conditions mentioned by ORGI in the tender notice will be treated as Null and Void.

ii) The person or persons signing the tender shall state the capacity under which he/they is/are signing the tender. If an individual makes tender, it shall be signed with his full name and address. If it is made by a firm, it shall be signed by all the partners of the firm or by a partner of the firm duly

empowered or authorized to do so and the authorization/ Power of Attorney should also be enclosed.

iii) The Tenders specifying additional conditions or proposing modification to the tender conditions will be treated as conditional and summarily rejected.

iv) ORGI reserves the right to reject any tender without assigning any reasons therefore and the same shall not be questioned on any ground, whatsoever.

v) Sub-contracting of drop out printing; variable / barcode printing will amount to a breach of the contract. Such tenderers would be disqualified and their tenders would be summarily rejected.

vi) Time is the essence of the contract. The ORGI reserves the right to cancel the order placed on any Bidder and assign the work to any one else at the risk and cost of the aforesaid Bidder in case of delay, non-compliance to specifications or any other valid reason.

### **Performance cum Guarantee/Warranty security deposit**

The successful tenderers shall remit Security Deposit amount of 10% on the total value of the order within 7 days from the date of receipt of the communication from ORGI of acceptance of the tender, by means of Demand Draft in favour of the Pay & Accounts Officer (Census), New Delhi. On the request of the successful tenderer, the Earnest Money Deposit will be adjusted against the Security Deposit payable by the tenderer. If the Security Deposit is not paid within time specified, the Earnest Money Deposit remitted by the tenderer shall be forfeited. In such case, the ORGI shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the tenderer due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering.

### **Payment Terms**

Payment will be made after successful handing over of the packed printed material to the representatives of the Department of Posts in a fortnight, on production of the following documents:

1. The 90 % payment on production of:
  - I. Invoice
  - II. Copy of Delivery Chalan(s)
  - III. Receipt from the Department of Posts of having received the material for dispatch.
  - IV. Inspection Report from the representative of ORGI
  - V. Warranty Certificate

2. The balance of 10 % shall be released after 4 months from the date of supply of the printed/ packed schedules subject to the condition that there are no damages/ shortages. In such cases, the balance payment shall be released only after the cases are settled in accordance with the provisions of the P.O (Print Order).

### **Taxes and Duties**

The price quoted will be inclusive of all applicable taxes and duties. TDS would be deducted as per work order, as applicable.

### **Termination for Insolvency**

The ORGI may at any time terminate the Contract Agreement by giving a written notice to the Printer. Termination of contract will be without compensation to the Printer, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the ORGI.

### **Warranty of quality and quantity of printed material**

The Printer shall warrant that the **schedules are printed on paper as per specification**, conform to the specified design and there are **no defects of static, variable / barcode and color drop out printing** that may affect the collection of field data and the process of scanning.

2. Upon receipt of notice from ORGI for defective material, the Printer shall, within 7 days of receipt of the notice, replace the defective material, free of cost at the ultimate destination. The Printer shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on the ORGI for the replaced goods thereafter. If the Printer fails to replace the defective goods within a reasonable period, the ORGI may proceed to take such remedial actions as may be necessary, at the Printer's risk and expense.

### **Force Majeure**

Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

2. Force Majeure shall mean fires, floods, natural disaster or other acts such as war, turmoils, strikes, sabotage, explosions, quarantine restriction beyond the control of either party.



3. It is understood and agreed between the parties hereto that the rights and obligations of the parties shall be deemed to be in suspension during the continuance of the force majeure event as aforesaid and the said rights and obligations of the parties shall automatically revive upon the cessation of the intervening force majeure event. The period within the rights and obligations of the parties shall be suspension due to the force majeure event shall not be considered as a delay with respect to the period of delivery and / or acceptance of delivery under the contract otherwise to the detriment of either party.

4. Notwithstanding the provisions of the immediately foregoing clauses it is further understood and agreed between the parties hereto that in the even of any force majeure persisting for an uninterrupted period of exceeding 6 (Six) months, either party hereto reserves the right to terminate this contract prior written notice of 30 (Thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in this agreement for goods received.

#### **Arbitration**

The dispute or difference arising between the ORGI and the Printer relating to any matter arising out of or connected with the printing and packaging job assigned to the Printer for execution under the contract agreement shall be referred to the sole arbitration by an Arbitrator appointed by the Registrar General, India & Census Commissioner or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties to the contract agreement subject to the proviso that the Arbitrator shall give reasoned award.

Joint Director (Hqrs.)  
For Registrar General, India & Census Commissioner  
Office of the Registrar General, India,  
Ministry of Home Affairs,  
2/A Man Singh Road,  
New Delhi – 110011

**ANNEXURE – I**

**LETTER OF AUTHOSIZATION FOR ATTENDING BID OPENING  
(To reach before date of bid opening)**

The Registrar General, India & Census Commissioner  
Office of the Registrar General, India  
Ministry of Home Affairs  
2-A, Man Singh Road  
New Delhi 110 011

Sub: Authorization for attending bid opening on \_\_\_\_\_(date)  
in the Tender of \_\_\_\_\_

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_  
(bidder) in order of preference given below:

<u>Order of Preference</u>	<u>Name</u>	<u>Specimen signatures</u>
----------------------------	-------------	----------------------------

Alternate  
Representative

Note:

1. Maximum **Two** representatives will be permitted to attend the bid opening.
2. Go-ahead for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not furnished. In case where the first authorized representative listed in the order of preference fails to turn up, the second preference will be allowed to attend the bid opening. The seriality of the order of preference will be strictly maintained.

Yours faithfully

Authorized Signatory of the Firm

Signature of the tenderer with seal of the firm/ company  
Name & designation of the authorised person

**BID SUBMISSION FORM AND BID**

To

The Registrar General, India & Census Commissioner,  
Office of the Registrar General, India  
Ministry of Home Affairs  
Government of India  
2/A Man Singh Road,  
New Delhi – 110 011.

Sir

Having examined the Bidding Documents, the receipt of which is hereby acknowledged, I/We, the undersigned quote our rates in the prescribed format (Annexed) for paper, printing and packaging of the Schedules for the Census of India, 2011.

It is further submitted that:

- i) I/We agree to abide by this Bid & its terms & conditions are binding upon me/us.
- ii) I/we hereby certify that I/We have taken steps to ensure that no person acting for me/us will engage in bribery.
- iii) I/We understand that you are not bound to accept any application and or the lowest or any Bid you may receive, and

I/We hereby state that the information as submitted by me/us in this Bidding Document is correct to the best of my/our knowledge and belief.

Dated this .....day of .....2009.....  
.....

**Signature of the Bidder with seal**

**Appendix to ANNEXURE II**

**BID SUBMISSION FORM**

**Printing & packing of 'Houselisting and Housing Census Schedules' and 'NPR Schedules'**

Sl. No.	Item to be printed / Size/ GSM	Number of schedules be printed (in 'crore)	Quantity for which 'bid' is made (in 'crore) Min. bid – 4 Crores Max. bid – 12 Crores	Per sheet cost of paper, printing & packing * (in Rs.)
1	2	3	4	5
1	Houselisting and Housing Census Schedule (3.7 Crores) (A3; 90 GSM ICR/OCR Paper) <b>and</b> NPR Schedule (30.3 Crores) (A3; 90 GSM ICR/OCR Paper)	34 crores		

**Note:** 1. Per sheet cost should not include the cost of corrugated box as the boxes will be provided by the Department of Posts.

2. No conditional bid will be accepted.

Signature of the tenderer with seal of the firm/ company  
Name & designation of the authorised person

**Signature of the Bidder with seal**

## ANNEXURE-III

### QUANTITY OF SCHEDULES TO BE PRINTED

Sl. No.	Items to be printed	Size	GSM	Quantity (in crores)
1	Houselisting & Housing Census Schedule	A-3	90	3.7
2	NPR-Household Schedule	A-3	90	30.3

## TECHNICAL SPECIFICATIONS OF PRINTING PAPER

ICR (Intelligent Character Recognition) / OCR (Optical Character Recognition) paper in white colour that captures automatic recognition of characters and numeric, printed on both side of paper, hand written either by all type of pen (ink/ ball pen/ Gel) or pencil with the following requirements:

- Paper manufactured by paper mills having integrated pulp and paper mill facility from chemical virgin pulp made out of raw materials. No unbleached pulp, recycled / waste paper cutting shall be used.
- Both sides of the paper shall be surface sized to avoid Fluff.
- Paper shall be uniform, evenly finished, totally clean, free from specks to prevent misreading of any data during scanning / transferring to computer.
- Paper shall have good dimension stability, thermal stability and shall not have any static charge.
- Paper shall have uniform thickness throughout the surface of sheet.
- Paper shall not have ink feathering while using ink pen.

### Technical parameters

Sl. No.	Test	Requirement
1	<b>Substance (GSM), gm/m<sup>2</sup></b>	<b>90 +/- 2.5%</b>
2	<b>Thickness (Micron)</b>	<b>110 +/- 5%</b>
3	<b>Bulk (cc/gm), Min</b>	<b>1.25</b>
4	<b>Birghtness (%) Min</b>	<b>85%</b>
5	<b>Opacity (%) Min</b>	<b>90%</b>
6	<b>Smoothness (Bendsten) ml/min</b>	<b>150-200</b>
7	<b>Tensile Index (mN/g), Min</b>	
	- MD	<b>40.0</b>
	- CD	<b>25.0</b>
8	<b>Tear Index (mN.m<sup>2</sup>/g), Min</b>	
	- MD	<b>4.0</b>
	- CD	<b>5.0</b>
9	<b>Cobb 60 (Avg.) Max</b>	<b>20</b>
10	<b>Stiffness Test (Taber)</b>	
	- MD	<b>3.0 +/- 1</b>
	- CD	<b>1 to 1.5</b>
11	<b>Surface Strength</b> - Wax Pick (Dennison)	<b>No pick on</b> <b>12A</b>

**Note: The tendered mills should have a clear production of at least 300 MT per day of writing and printing paper.**

**Box No. of**

Space for Bar Code

**RGI Census Project**  
(Payment will be made by RGI)

**Weight: Kg. Gms.**

<b>Office of booking</b>	
<b>Date of booking</b>	

**To**

**PIN**

**From:**  
**xxxx Press**

Signature of the tenderer with seal of the firm/ company  
Name & designation of the authorised person

**ANNEXURE - V B**

*Space for Bar Code*

**RGI Census Project  
Business Reply Permit No. XXX – XXX  
\_\_\_\_\_ Post Office**

**No postage stamp necessary,  
if posted in India**

<b>Date of booking</b>	
<b>Office of booking</b>	

**Weight: Kgs. Gms.**

**To  
The Data Processing Division  
xxxx xxxx  
xxxx xxxx  
xxxx xxxx**

**PIN \_\_\_\_\_**

**From:**

Signature of the tenderer with seal of the firm/ company  
Name & designation of the authorised person



**BOX TO BE RE-USED**

**DO NOT TEAR OPEN**

Signature of the tenderer with seal of the firm/ company  
Name & designation of the authorised person



## **SPECIMEN DRAFT SCHEDULES**

(The final Schedule will be given to the successful bidders  
along with the work order)

1. Houselisting and Housing Census Schedule
2. NPR Schedule

-- 000 --